

Electronic Case Files CM/ECF



“Leading the way to Electronic Case Filing”

User Manual

Western District of Missouri
(Revised July 19, 2004)

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Electronic Case Files System User's Manual

(Last revision: July 2004)

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

Help Desk

Telephone the Court's Help Desk at 1-800-466-9302 between the hours of 8:30 A.M. and 5:00 P. M., Monday through Friday, if you need assistance.

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Access the Court's web page
- View or download the most recent version of the User's Manual
- Train personnel on a training system comparable to the official "live" system
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.*, Cases Filed Report, Calendar (for cases filed electronically))
- Download Netscape Browser and Portable Document Format (PDF) configuration information

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95 or Macintosh
- An Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator software version 4.6x, 4.7x or Internet Explorer 5.5. Higher versions of Netscape do not work at this time.
- Software to convert documents from a word processor format to portable document format (PDF)
- A scanner to transmit documents that are not in your word processing system.
Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

Note: For additional information and known problems, refer to Technical Notes (*Appendix I*).

- * Due to security, a session can only be established using Netscape Navigator 4.6x, 4.7x or Internet Explorer 5.5. **DO NOT USE** America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.6.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants who have never used the system must contact the Court to obtain a registration form for the CM/ECF system. Registration forms can be obtained at our website at www.mow.uscourts.gov or by calling the Court at the numbers below. Participants may also use these opportunities to discuss the system requirements and the court's training assistance.

Toll Free Help Desk

1-800-466-9302

or

Kansas City
Jefferson City
Springfield

Bill Terry	816-512-5055
Glenda Curl	573-636-6124
	417-865-3869

The completed registration form should be mailed to the appropriate address listed below for processing.

United States District Court Clerk's Office
400 East 9th Street, Room 1510
Kansas City, MO 64016

United States District Court Clerk's Office
131 W. High Street
Jefferson City, MO 65101

United States District Court Clerk's Office
222 N. John Q. Hammons Parkway,
Springfield, MO 65806

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail.

Registered users can visit a training version of the system on the Internet at <http://ecf-train.mowd.uscourts.gov> to practice ECF activities. It is strongly recommended that participants take advantage of filing documents in the training database before filing documents in the "live" ECF database.

<p>Note: A different set of logins and passwords are issued for the training and live systems.</p>

Preparation

Setting Up the PDF Reader

In order to view documents filed on the system, users must install a PDF reader. All pleadings are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the court's Electronic Filing System. Before filing the document with the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format (refer to Technical Notes in *Appendix I* for known problems) .

How to View a PDF File

- Start your PDF program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, your PDF program loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's ECF system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect:

Version 6.1, 7 and 8

- Open the document to be converted.
- Select the ***Print*** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- ***Select your PDFWriter.***
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file, giving it the extension **.PDF**.
- Accept the option and the file is converted to a PDF document.

Version 9

- Use above method or:
- Open the document.
- Click on the ***File*** menu and select, ***Publish to PDF.***
- ***Save the file as a PDF file, giving it a .PDF extension.***
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word 95 or later:

- Open the document.
- Click on the ***File*** menu and select, ***Create PDF.***
- ***Save the file as a PDF file, giving it a .PDF extension.***
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other word processing programs:

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **PDFWriter**.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- *Name the file, giving it the extension .PDF .*
- Accept the option and the file is converted to a PDF document.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to PDFWriter, and follow the directions above.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Clicking on hyperlinks

Command buttons and hyperlinks are used to instruct the system what to do next.

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.

-
- Hyperlinks are represented in **underlined boldface type**.

(Note: the most commonly used hyperlink, **Main Menu**, appears near the top of most screens just below the Netscape menu buttons.)

Documents Filed In Error

A document incorrectly filed in a case may be the result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before the completing the transaction.

To request a correction, please telephone:

Toll Free Help Desk		1-800-466-9302
or		
Kansas City	Bill Terry	816-512-5055
Jefferson City	Glenda Curl	573-636-6124
Springfield		417-865-3869

as soon as possible after an error is discovered. You will need to have the case number and document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system will not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **Utilities Menu**, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then telephone the Court's Help Desk at 1-800-466-9302 as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) at the District Court's website which is available at www.mow.uscourts.gov.

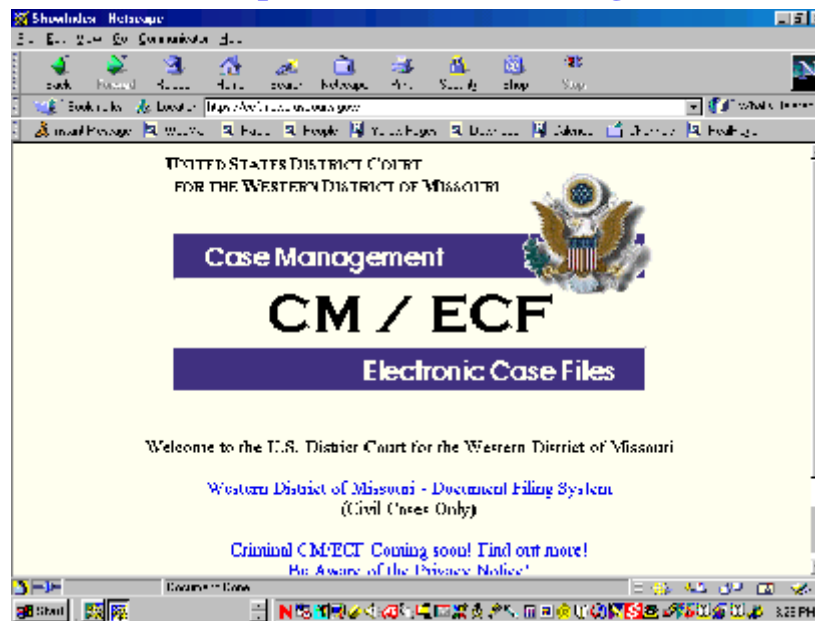
A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

How to Access the System

Users can get into the system via the Internet by going to:

<http://ecf.mowd.uscourts.gov>



Or, you may go to the Western District of Missouri's web site at www.mow.uscourts.gov and click on the CM/ECF link then click on the "Link to Electronic Case Files" under the District Court heading.

A login and password is required to file a document or train to file a document. Select the ***Document Filing System***. Note: This information is current and is available for viewing immediately after the transaction is completed.

Logging In

The next screen is the login screen.

ECF/PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. User Access is restricted and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (202) 371-6740.

In the future an access fee of \$0.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be directed to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. The code can be up to thirty-one alphanumeric characters long.

Authentication


Login:

Password:

Client code:

CHIEFCLERK has been tested and works correctly with Netscape 4.0x and 4.1x.

Document View

- Enter your ECF Login and User Password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you have submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered.
- If an invalid combination has been submitted, the system responds with an error message. Click on  **Back**, then re-enter your login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

Once the Main Menu appears, choose from a list of **hyperlinked** options on the top bar.



**** Note** that the date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk at 1-800-466-9302 as soon as possible.

The following text appears beneath the above screen:

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rules of Civil Procedure # 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the Western District of Missouri Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.

You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tips.

Netscape/PDF Settings

**** Last login: 04-13-2001 09:38
9January2001**

Selecting ECF Features



ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

Civil Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.

Criminal Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.

Query You can query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.

Reports Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.

Utilities View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.

Logout This feature allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil Events Feature

Registered filers will use the Civil Events feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF events attached to the back of this manual. The following portion of this manual describes the basic steps that you need to follow in order to file a single motion with the Court. The process is consistent regardless of the event.



Note: Pursuant to *COURT EN BANC ORDER (Electronic Filing Procedures)* dated November 6, 1997, a paper copy of all papers electronically filed with the Court shall be delivered to the chambers of the Judge assigned to the case, **together with a copy of the “Notice of Electronic Filing”** until the judge assigned to the case orders

otherwise. Some judges have entered orders directing that this is no longer necessary. Please check with the court for current requirements. **For a complete listing of the Judges who do not require paper copies see our home page.**

General Rules and Manipulations


Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures: Affidavits of Service

- Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other document electronically filed shall indicate a signature, e.g., “/s/Jane Doe”.
- In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:
 - (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
 - (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “/s/Jane Doe,” “/s/John Doe,” etc.
 - (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures as provided by paragraph 4(b) of the Court En Banc Order of November 6, 1997.

(d) No later than the first business day after the document has been electronically filed, each person required to sign the document shall file a Notice of Endorsement (see sample attached to this manual) of the document. The document shall be deemed fully executed upon the filing of all Notices of Endorsement that are due.

Filing a Civil Complaint

If you file your complaint before 2:00 p.m., present the Clerk's office with a Civil Cover Sheet (JS-44c) and the complaint which lists the case party information and a check, money order or credit card in the amount of \$150.00, OR fax the civil cover sheet, complaint and pay the filing fee over the phone by credit card. The Clerk will open your case and notify you by phone that your case is open and it is available for you to electronically file your complaint.

OR

You may present us with a Civil Cover Sheet (JS-44c), check, money order or credit card in the amount of \$150.00 and your complaint in .pdf format on a disk. This is an option always available to you, **BUT IS MANDATORY AFTER 2:00 P.M.**

Filing Documents for Civil Cases

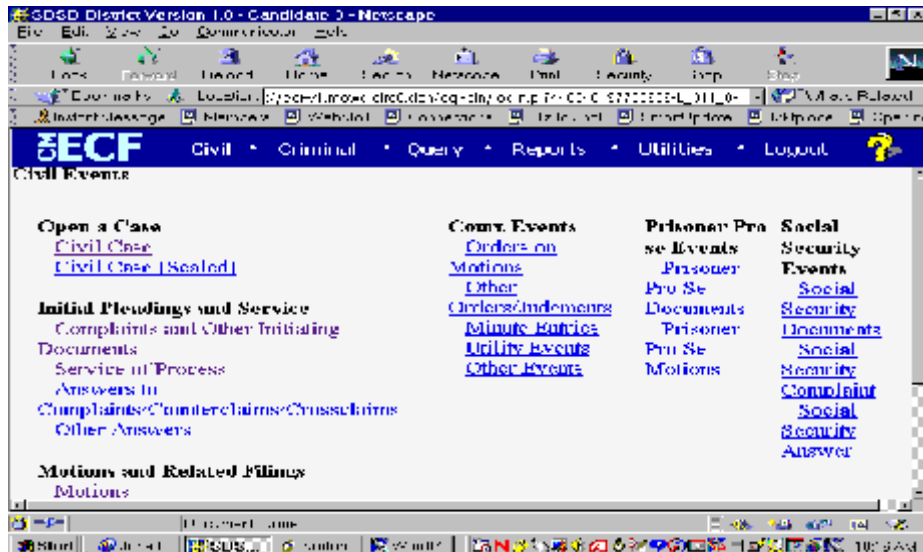
There are nine basic steps involved in filing a civil document:

1. Select the type of document to file (see Attorney Event Menu);
2. Enter the case number in which the document is to be filed;
3. Designate the party(s) filing the document;
Add/Create New Party
4. Specify the PDF file name and location for the document to be filed;
5. Adding Attachments;
What to do when attachments are in paper format
6. Linking documents;
7. Modify the docket text as necessary;
8. Submit the pleading to ECF;
9. Receive notification of electronic filing.

After successfully logging into ECF, follow these steps to file a pleading.

1. **Select the type of document to file**

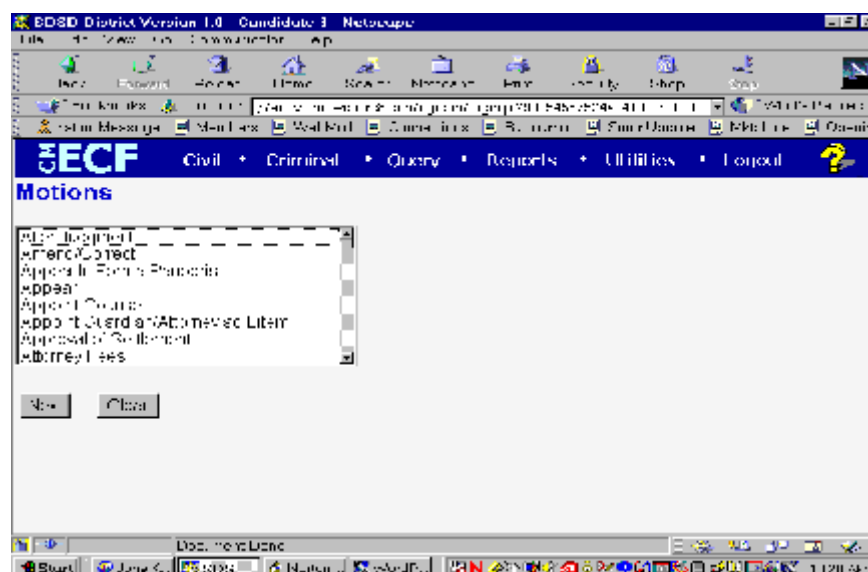
Select **Civil** from the menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.





Click on **Motions**, under the category of **Motions and Related Filings**.


The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.


Note: To select multiple motions, press and hold down the Ctrl key, and click on the appropriate motions or applications.



2. **Enter the case number in which the document is to be filed**

If the number is entered incorrectly, click  to re-enter. If the computer prompts that you entered an invalid case number, click on  to re-enter.

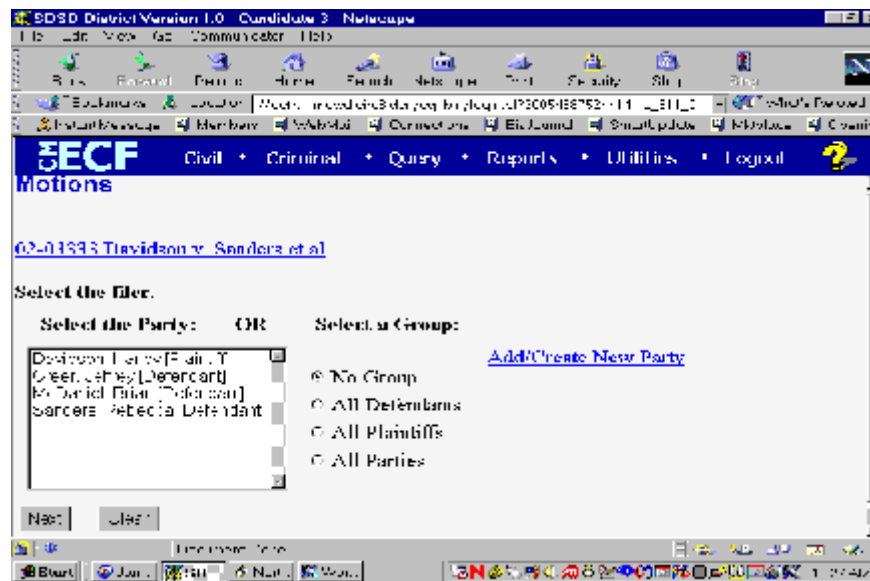
When the case number is correct, click on  .

Recheck whether the case number is correct. If it is incorrect, click on  to re-enter the case number.

If it is correct, scroll down to the bottom part of the screen and click on  .

3. **Designate the party(s) filing the document**

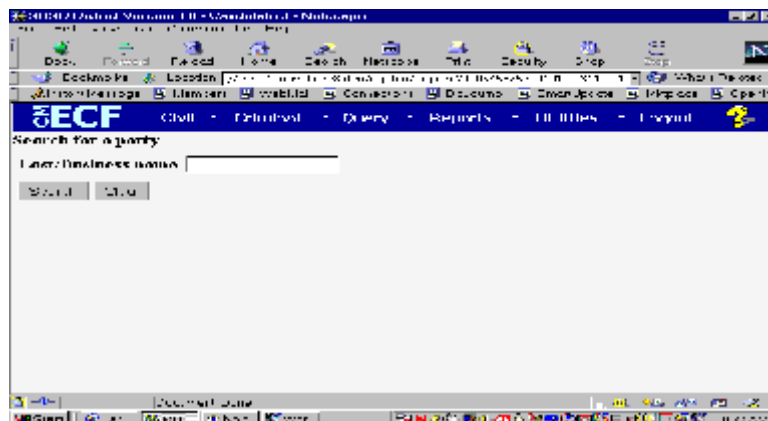
Click on the name of the party for whom you are filing the motion to highlight it, OR, if you represent all defendants or all plaintiffs you may select a group by clicking in the circle next to the group. If the party you represent is not reflected in the party list, click [Add/Create New Party](#).



Add/Create a New Party

You must first perform a search to see if your party is already entered in the ECF system. Type the first few letters for a company name or, for an individual, the first few letters of the party's last name.

- Click on .



- If a match is found, ECF will display a list of party names. If the name of the party appears, select it from the list and then click the **Select Name from List** button.
- Review party information and be sure to **Select Party's role in this filing** and click on the correct role.
- Click **Submit**.
- If the party search returns **No person found**, you will click **Create new party**.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Search for a party

Last Name:

Party search results

No person found.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Party Information

Last name First name

Middle name Generation Title

Role Pro se ☒

Office Address 1

Address 2 Address 3

City State Zip

Country Country

Phone Fax

E-mail

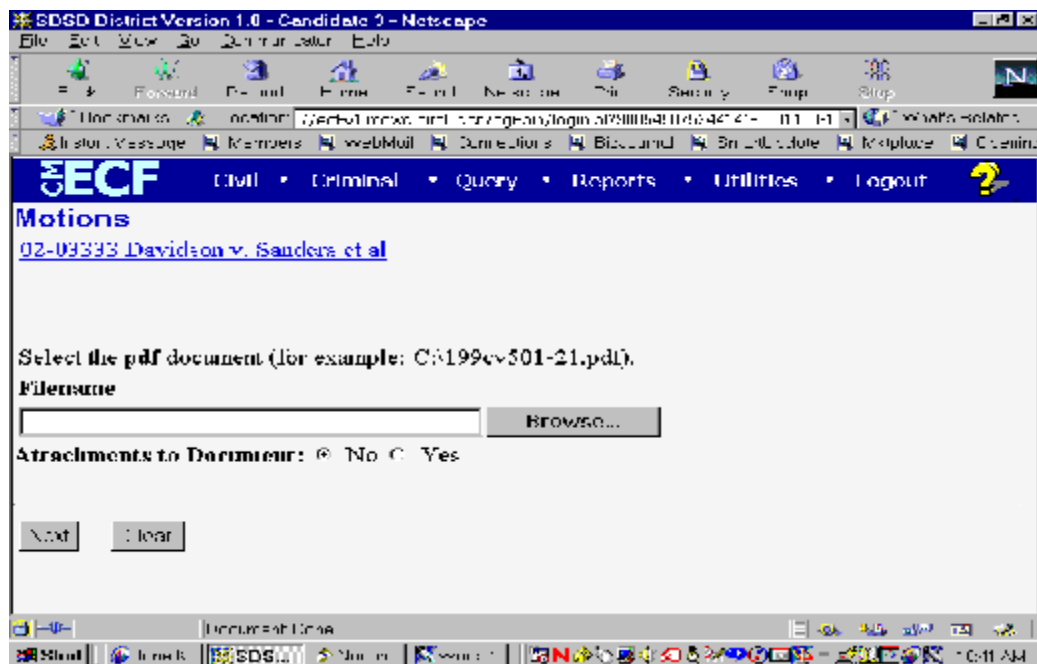
Party text

- Add the party information to complete this screen. For a company, enter the entire company name in the **Last Name** field. For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank.

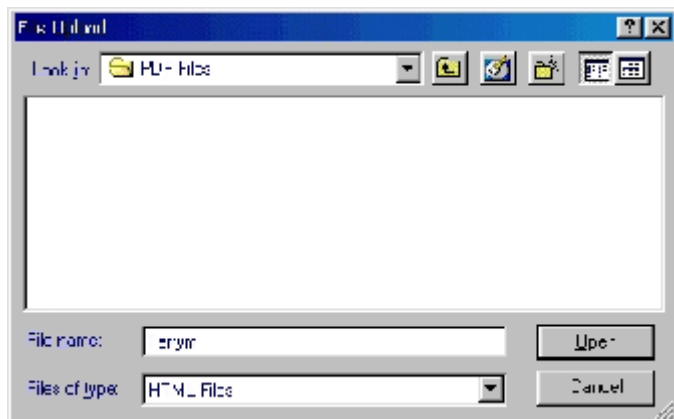
- Click **Submit**.

4. Specify the PDF file name and location for the document to be filed

ECF accepts the party or parties you selected and refreshes the screen to display a new Motions screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF. **The file MUST be in a PDF format with a .PDF suffix. If not, it will not be readable by the system.** If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will appear.



- Click on the **Browse...** button to navigate to the appropriate directory and file to select the document. Use the mouse to select the directory in which the PDF version of the file is located.



Change the Files of type from

HTML Files

to

Acrobat (*.pdf)

Navigate to the appropriate directory and file name to select the PDF document you wish to file. Highlight the file to upload to ECF.

Note: To verify that the document being filed is the correct document, after the file is selected, right click on the file name to bring up a quick menu and left click on open. The pdf document will open and can be viewed to verify that it is the correct document.

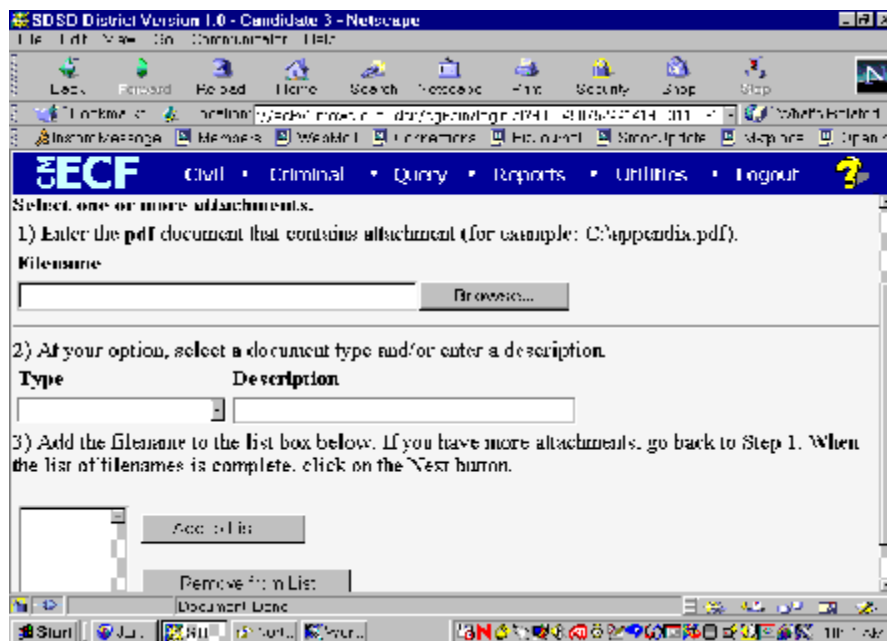
Once you have verified the document is correct, close your PDF reader program and click on the Open button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen. If you fail to select a document to file with your pleading, ECF will display an error message. Just click the **Back** key to choose your PDF document.

If there are no attachments to the motion, click on **Next**.

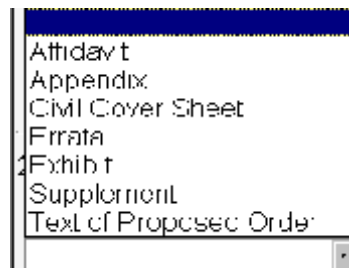
5. Adding Attachments to the Document Being Filed

If you have attachments to the motion (*e.g.* an exhibit, appendix, civil cover sheet, *etc.*), you will select the [Yes] button on the screen depicted on the previous page. Click on the **Next** button. An additional screen is displayed (all exhibits must be attached to the motion, application or document being filed) which allows you to attach one or more documents. **Note:** The civil cover sheet should always be an attachment to your complaint.

•



- Click on **Erowse...** to search for the document.
- Under **Type of Attachment** click on the arrow and click on the type of attachment.



- To describe the attachment more fully, click in the **description** box and type in the description. Note: If you choose “Exhibit” in the drop down box, DO NOT type “Exhibit” in the description box.
- Click on **Add to List**.
- If there are additional attachments, repeat this sequence for each one.
- After adding all .pdf documents for attachments, click on **Next**.

When attachments, exhibits and/or documents are in paper format

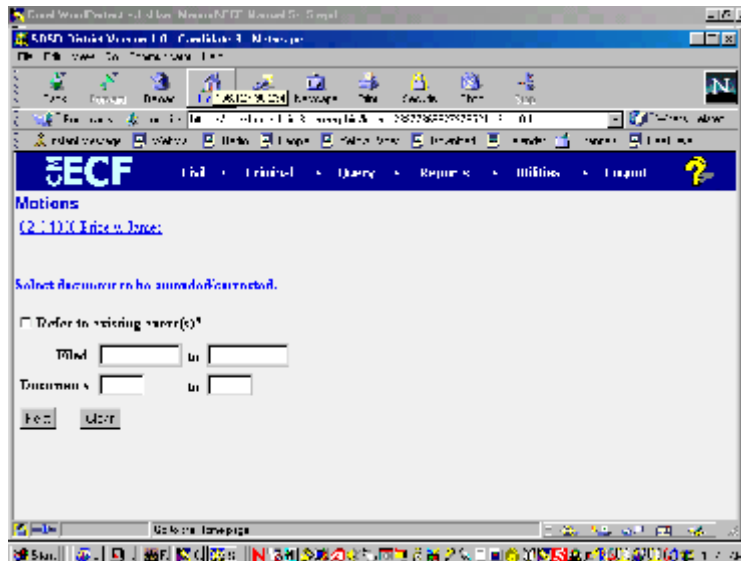
When attachments, exhibits and/or documents that cannot be created and filed electronically, and are greater than 10-15 pages in length, a one page **.pdf** document titled ***Notice of Attachment (Exhibit/Document)*** must be attached, using the same steps described above for an exhibit, to the pleading in the electronic case file so that there will be a notation on the docket sheet that exhibits are being held in the clerk's office in paper. (Please see sample at the end of this manual).


Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

If attachments, exhibits, and/or documents are filed in paper format, you must present the entire pleading with attachment's to the Clerk's office for handling. You must also submit a copy for the Judge, and a copy must be served on all parties in the case.

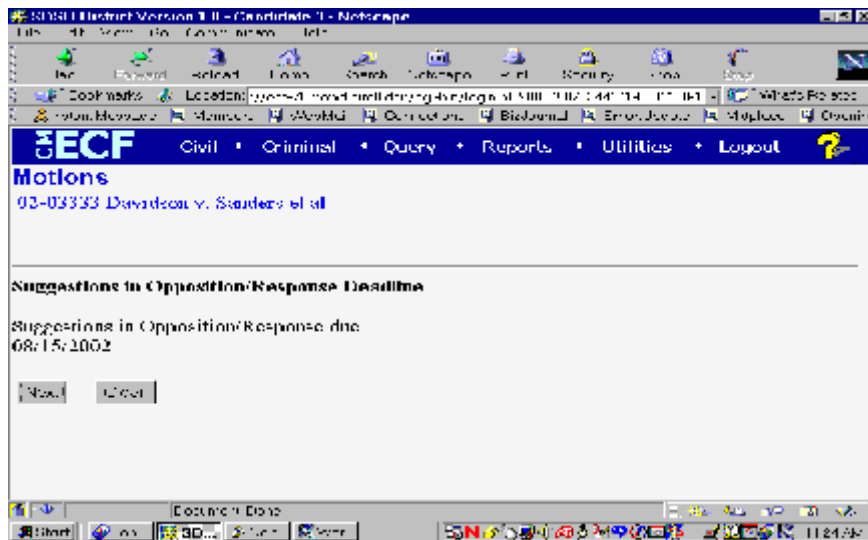
6. Linking Documents

If your document refers to an existing document in the case, click on the box to the left of **“Refer to existing event(s)?”**

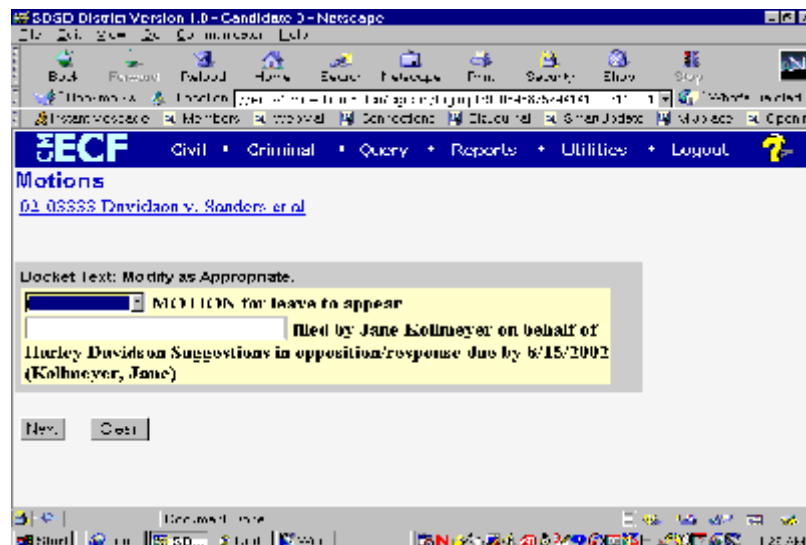


- Scroll through the list of pre-existing documents, and click on each that apply.
- Scroll down and click on .

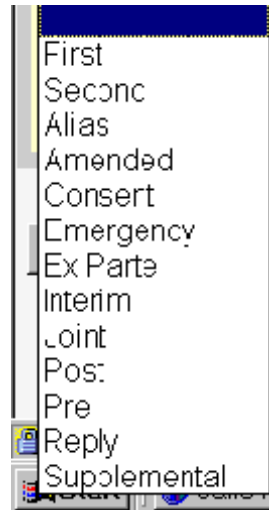
The next screen will automatically reflect the response/suggestions in opposition deadline.




7. Modify docket text



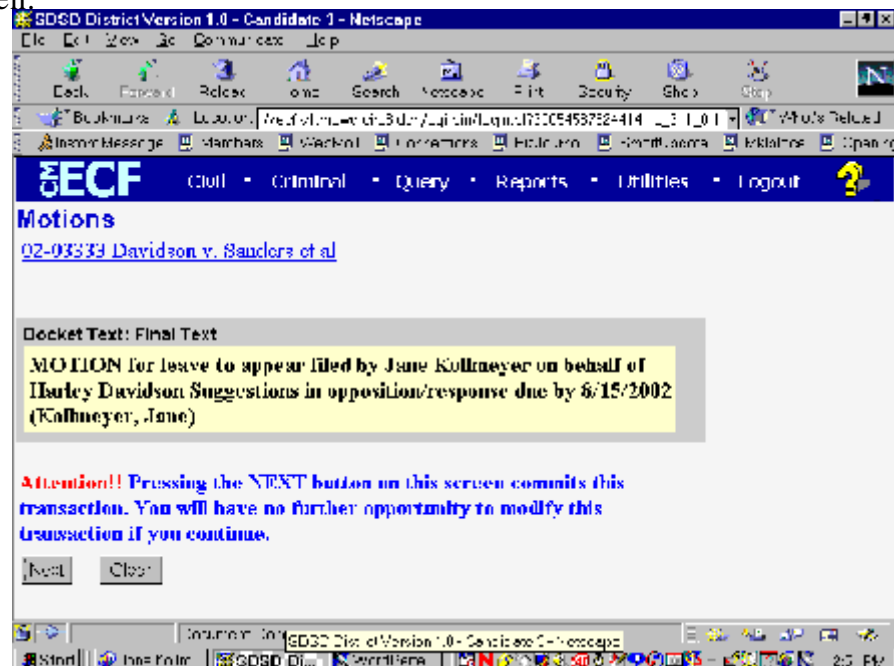
- Click on the drop-down list and select the correct modifier, if necessary:





- Click on the white box (open text area)to the right of the description of the document you are filing and type in any additional description, if appropriate.
- Click on  .

8. Submit the Pleading

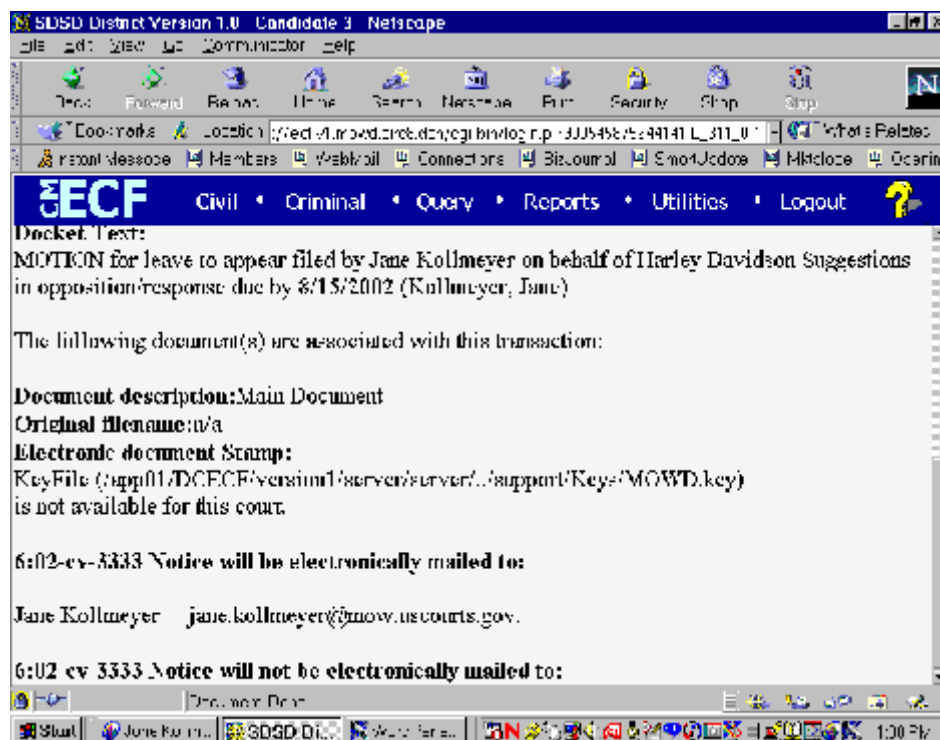
- Give final approval and file the document by following instructions on the following screen.



- To modify a previous screen, click on  at the top of the Netscape screen to find the screen to be modified.
- When you arrive at the **Final Approval** screen, if the entry is correct, scroll down and click on .
- To abort the entry, click on **Civil** to restart.

9. Notice of Electronic Filing


- After final approval is given, the next screen displays the official filing receipt.



NOTE: The above example is one screen, however, you have to scroll down to get all the information available.

- This screen gives you confirmation that the system has received the entry, and the document is now an official court document. It also tells you the date and time your transaction was received by the court, and the number assigned to the document. For future reference, please

note this number on the PDF document file. Scroll down to view the entire receipt.

- To print out the receipt, click  on the Netscape Toolbar.
- To save the receipt, click on **File** at the top of the Netscape screen, and select **Save Frame As...**

Note: Pursuant to *COURT EN BANC ORDER (Electronic Filing Procedures)* dated November 6, 1997, a paper copy of all papers electronically filed with the Court shall be delivered to the chambers of the Judge assigned to the case, **together with a copy of the “Notice of Electronic Filing”** until the judge assigned to the case orders otherwise.

- If parties are not receiving notice electronically, it is your responsibility to serve them with hard copies of all documents and attachments at the address listed under **“Notice will not be electronically mailed to:”**

Submitting a Proposed Order

A document that is submitted in .pdf format cannot be modified, therefore, a proposed order must be in a word processing format. To accomplish that, all proposed orders must be e-mailed to the courtroom deputy for the presiding judge in your case in **WordPerfect format** which is available in most word processing software. Please attach your proposed order to an Internet e-mail sent to the appropriate courtroom deputy as listed:

Chief Judge Whipple	Yvonne Johnson	yvonne_johnson@mow.uscourts.gov
Judge Gaitan	Rhonda Enss	rhonda_enss@mow.uscourts.gov
Judge Smith	Eva Will-Fees	eva_will-fees@mow.uscourts.gov
Judge Fenner	Tracy Diefenbach	tracy_diefenbach@mow.uscourts.gov
Judge Laughrey	Renea Kanies	renea_kanies@mow.uscourts.gov
Judge Wright	Kelly McIlvain	Kelly_mcilvain@mow.uscourts.gov
Judge Sachs	Tina Duer	tina_duer@mow.uscourst.gov
Judge Dorr	Karen Rilling	karen_rilling@mow.uscourts.gov
Chief Magistrate Maughmer	Francine Lavenbarg	francine_lavenbarg@mow.uscourts.gov
Magistrate England	Alexandra Martinez	alexandra_martinez@mow.uscourts.gov
Magistrate Knox	Jackie Price	jackie_price@mow.uscourts.gov
Magistrate Larsen	Sue Anderson	sue_anderson@mow.uscourts.gov
Magistrate Hays	JoRita Gicinto	jorita_gicinto@mow.uscourts.gov
Prisoner Pro Se	Dana Weinzerl	dana_weinzerl@mow.uscourts.gov

In addition, if you have any questions regarding your case, you may direct your inquiry via e-mail to the appropriate courtroom deputy whose address is listed above.

Filing Proposed Documents

If the document you wish to file requires leave of court, such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to the motion. If your motion is granted, the order will direct you to electronically file your document with the court.

Filing Other Types of Documents

To file a document other than a motion or application, make the appropriate selection from the File A Document menu. The screens that follow will be very similar to those described above for filing a motion.

E-Mail Notification When Documents are Filed

Attorneys associated with ECF cases will be automatically notified by e-mail and receive the Notice of Electronic Filing when a document is filed in those ECF cases, provided they have an Internet e-mail address.

You will be notified of any activity in the cases you requested.

Filing Documents for Criminal Cases

There are eleven basic steps involved in filing a criminal document:

1. Select the type of document to file (see Attorney Events List);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Verify that the case number and caption are correct;
5. Designate the party(s) filing the document;
6. Select the appropriate motion you are filing;
7. Specify the PDF file name and location for the document to be filed;
8. Add attachments, if any, to the document being filed;
9. Modify docket text as necessary;
10. Submit the pleading to ECF; and
11. Receive the notification of electronic filing.

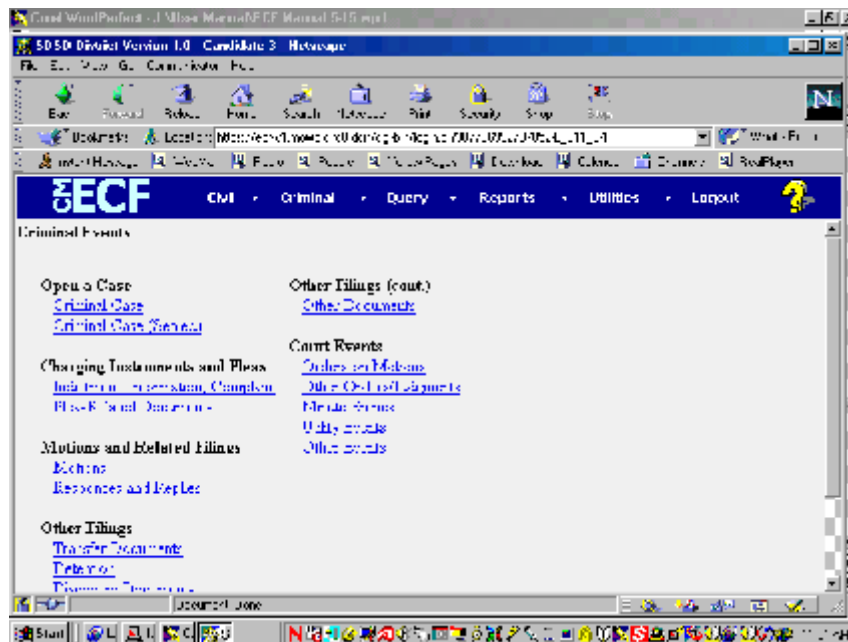
After successfully logging into ECF, follow these steps to file a pleading.

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.

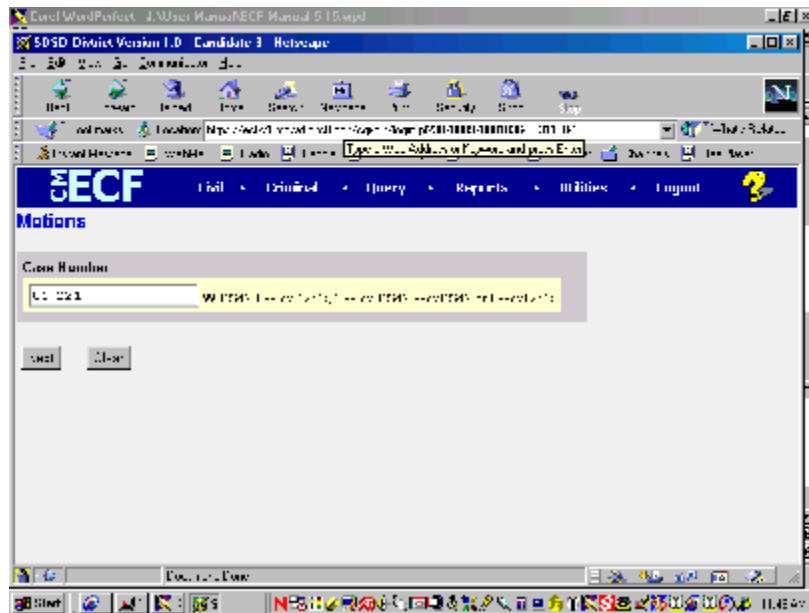


Click on **Motions**, Under **Motions and Related Filings**



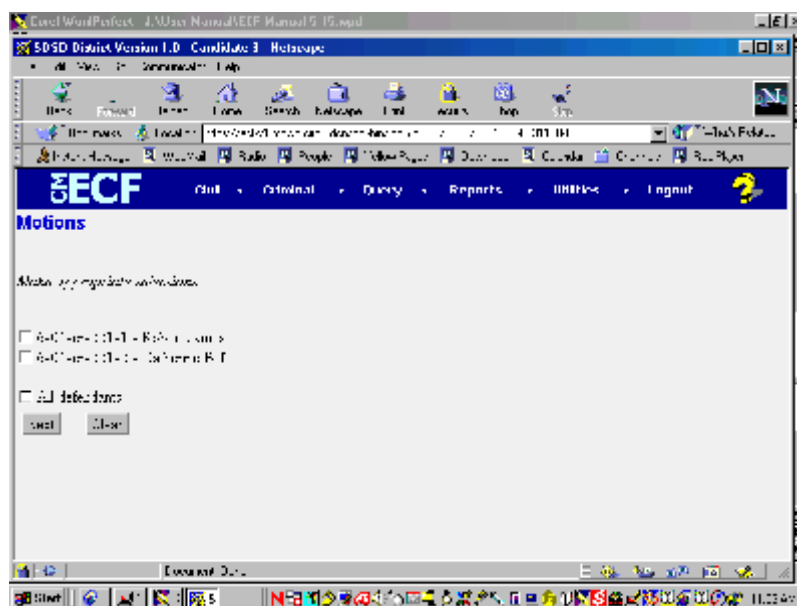
2. Enter the case number in which the document is to be filed

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on [Next]. If the number is entered incorrectly, click [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.

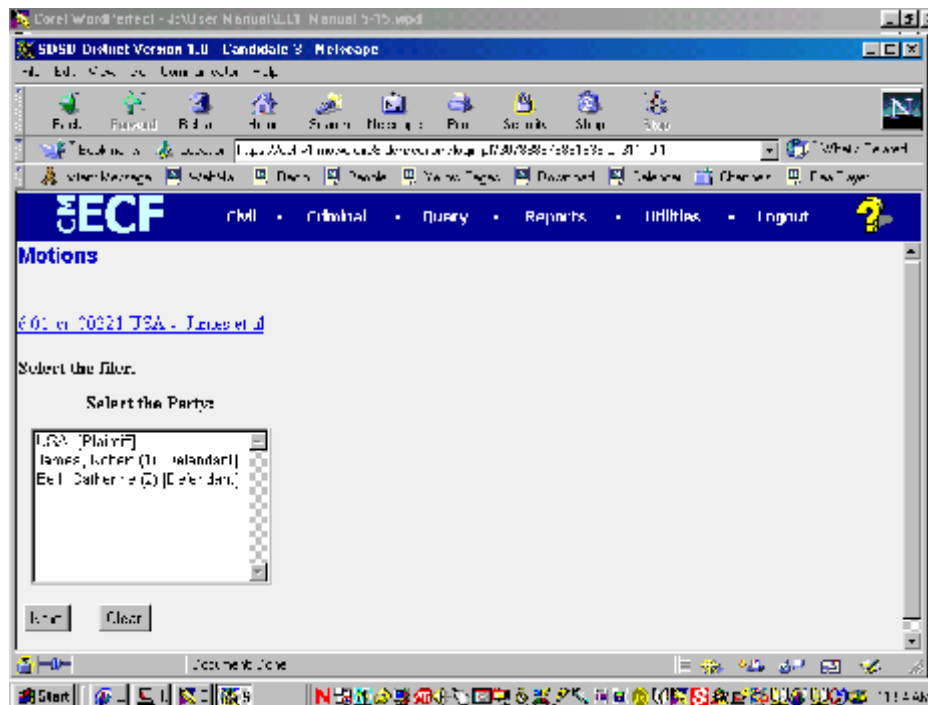


3. Designate the defendant that the filing relates to

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for All Defendants and leave the other boxes unchecked. When finished selecting defendants, click on [Next].

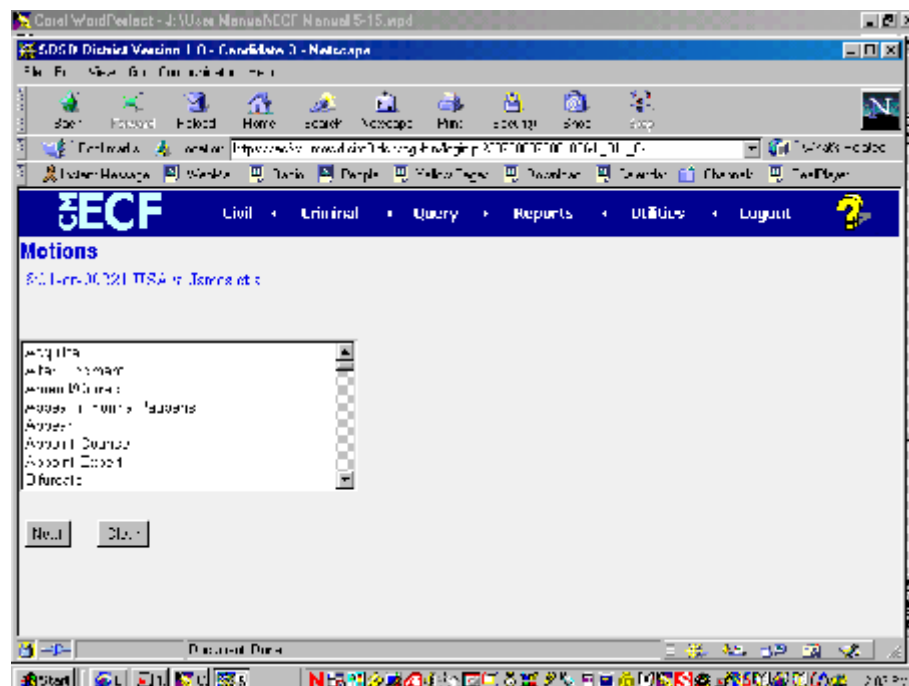


- 4. Verify the case number and caption are correct**
- 5. Designate the party(s) filing the document**

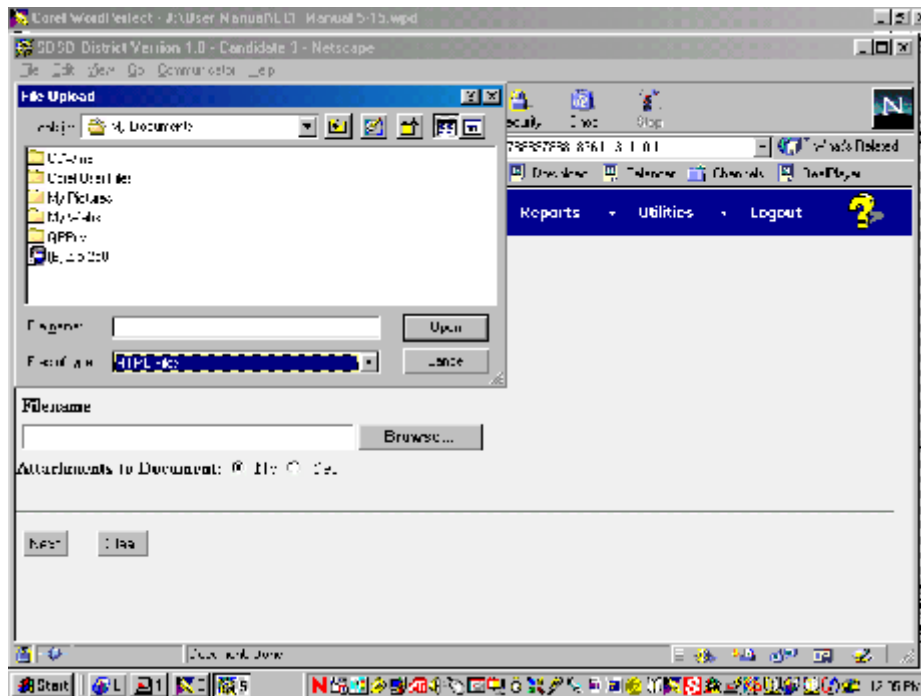


6. Select the appropriate motion you are filing

The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



- Click on the [Browse] button. ECF opens the following screen:



- Change the **Files of type** from:



to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

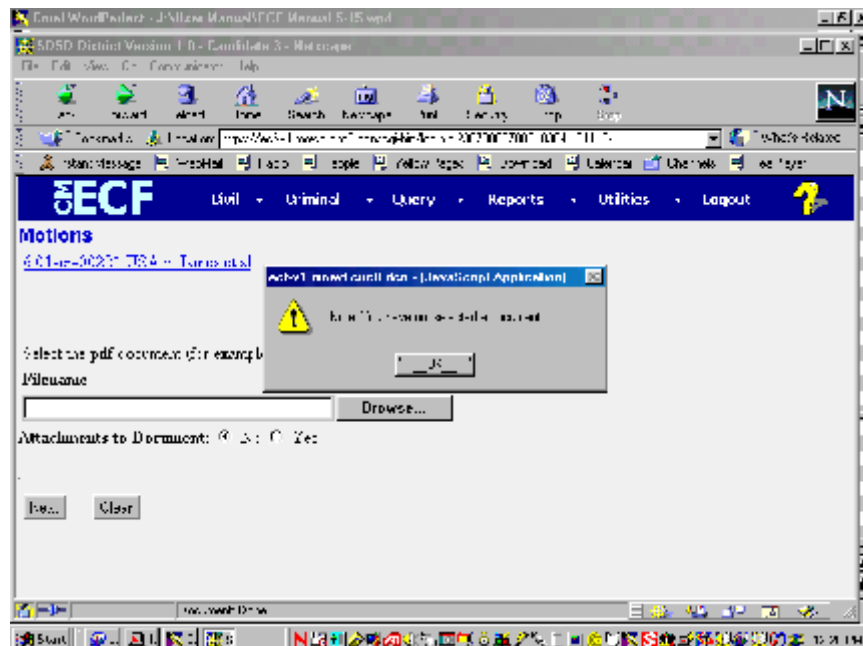
Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click to [open]. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.

- Once you have verified that the document is correct, close your PDF reader, and click on the [Open] button in the lower right corner of the File Upload window. ECF closes the File Upload screen and the PDF file name and location in the **Motions** screen.
- If there are no attachments to the motion, click on the [Next] button. A new **Motions** window opens. Go to Section 6, **Modifying Docket Text**, to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted on the previous page. Click on the **[Next]** button and proceed to the first step in **Section 7 - Adding Attachments to Documents Being Filed**.
- ECF will not permit you to select a file for your pleading that is not in PDF format. If you do select the wrong document, click on the **[Back]** button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- Click **[OK]** from the screen depicted above, and ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

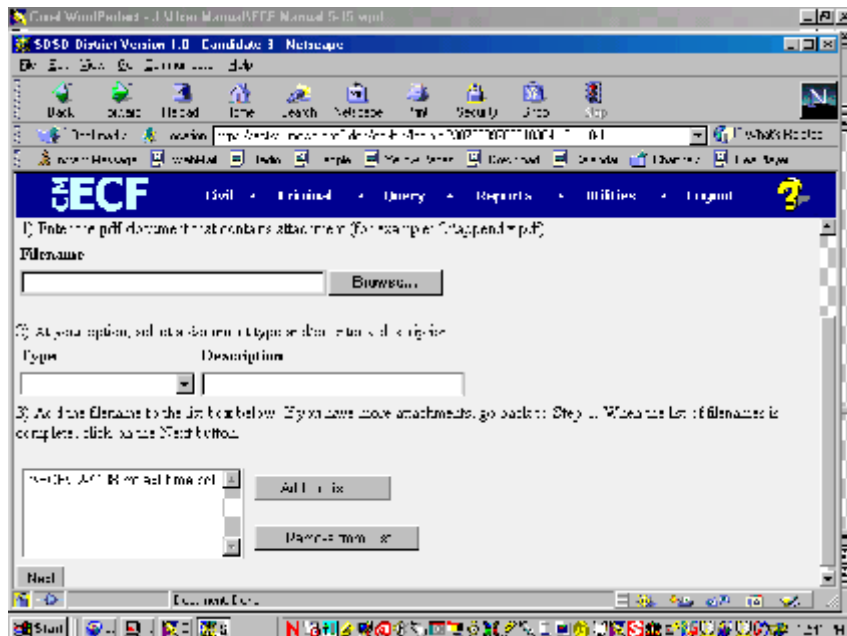
8. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new Motions screen opens to display the file name of the newly attached document.



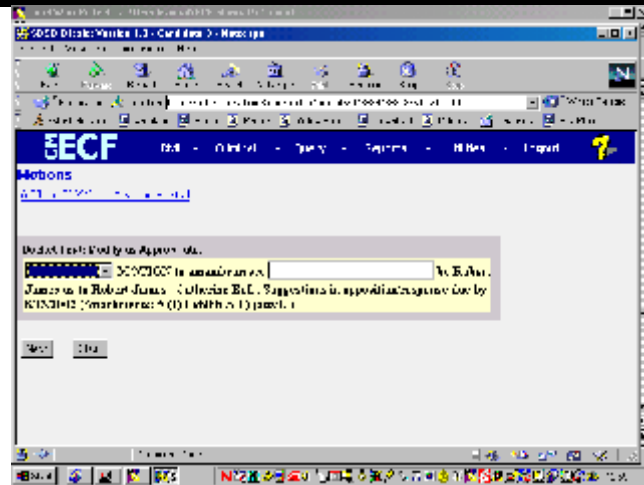
- Repeat the sequence for each additional attachment.
- After adding all the desired PDF documents as attachments, click on the **[Next]** button.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and are greater than 10 pages in length, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or three more smaller attachments, and then scan and file them electronically.

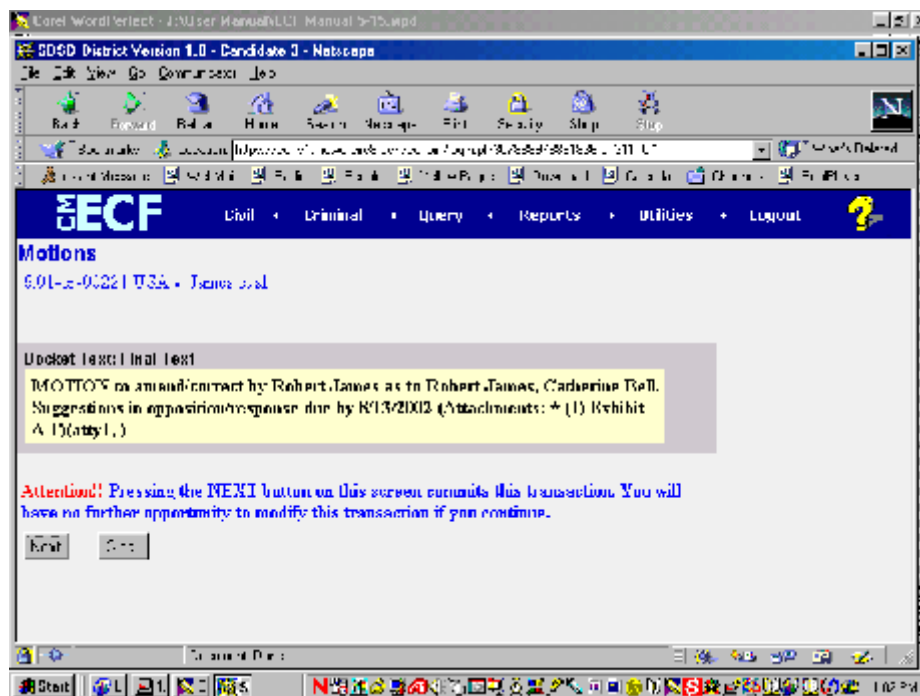
9. Modify the docket text



- Click on the drop down box to open a modifier list. Select a modifier if appropriate.
- Click in the open text area to type additional text for the description of the pleading.

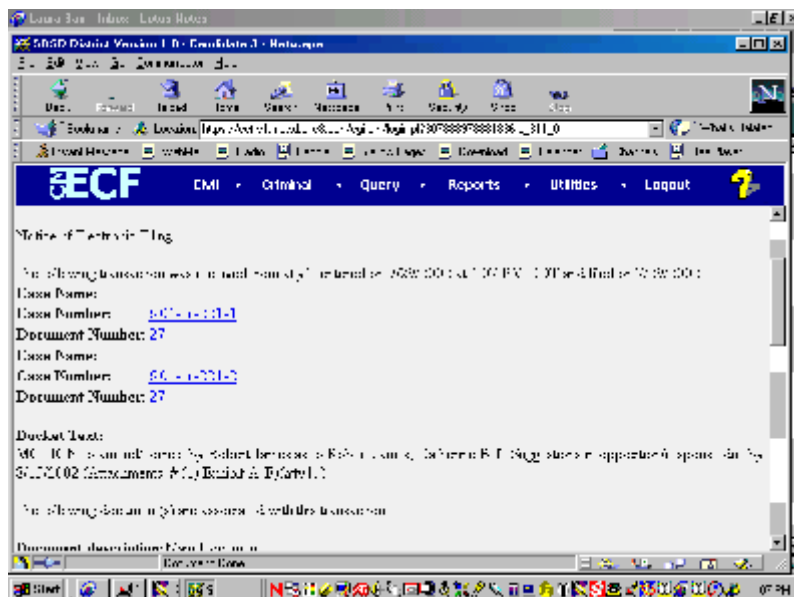
10. Submit the pleading

- Click on the [Next] button. A new Motions window appears with the complete text for the document entry.



- Review the docket text and correct any errors. If you need to modify the data on a previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file and docket your pleading.

- **Notice of Electronic Filing**
ECF opens a new **Motions** screen displaying an ECF filing receipt.



- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The Notice of Electronic Filing represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer's hard drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and part to the case who have supplied their E-Mail addresses to the Court. The ECF filing report also displays the name and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-Mail addresses to the

Court. Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse. Individuals who receive electronic notification of the filing are permitted one “free” look at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted or free look at the document also. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of the filer to send hard copies of the pleading and Notice of Electronic Filings to attorneys and pro se parties who have indicated they do not have E-Mail accounts established with the Court.

Query Feature

Registered participants should use this feature to query the ECF system for specific case information. enter the Query mode, click on Query from the menu bar of ECF.



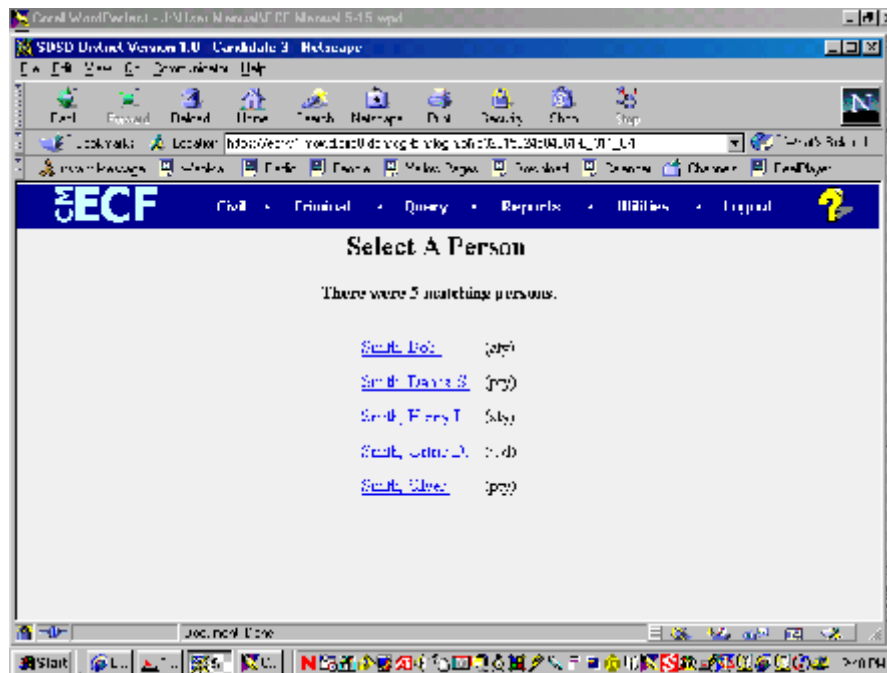
ECF opens the **PACER Login** screen. You must enter your PACER login and password before ECF will permit you to query the ECF database.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below.

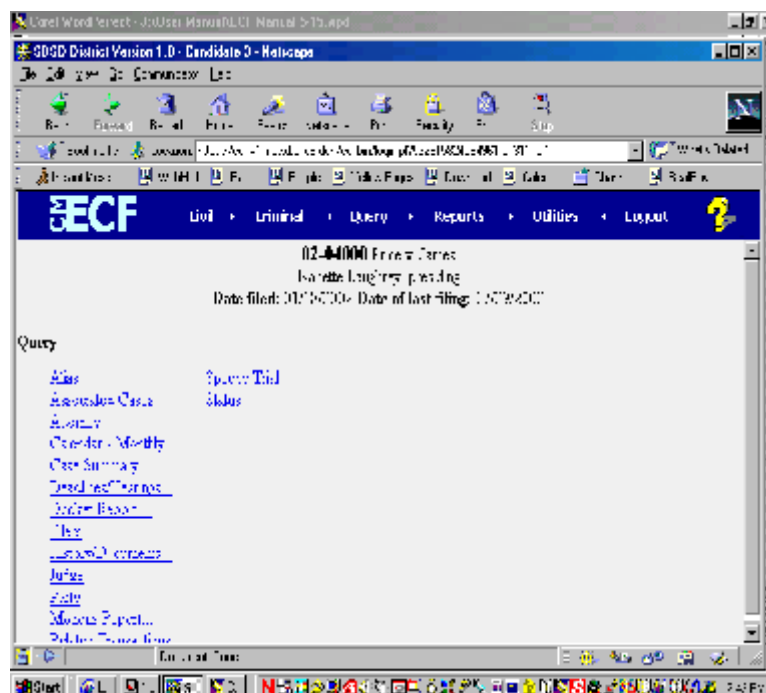
A screenshot of the ECF Query data entry screen. The screen is titled "Search Entry" and contains several input fields for searching case information. The fields include: Case Number (with a dropdown menu), Filed Date (with a date picker), Last Name + Title (with a dropdown menu), Name of Court (with a dropdown menu), Last Name (with a dropdown menu), First Name (with a dropdown menu), and Type (with a dropdown menu). There is also a "Search" button and a "Wide Name" field. The screen is displayed within a web browser window titled "505D District Version 1.0 Candidate 3 Netscape".

If you know the number that the Court has assigned to the case, enter it in the Case number field, and click on the [Run Query] button.

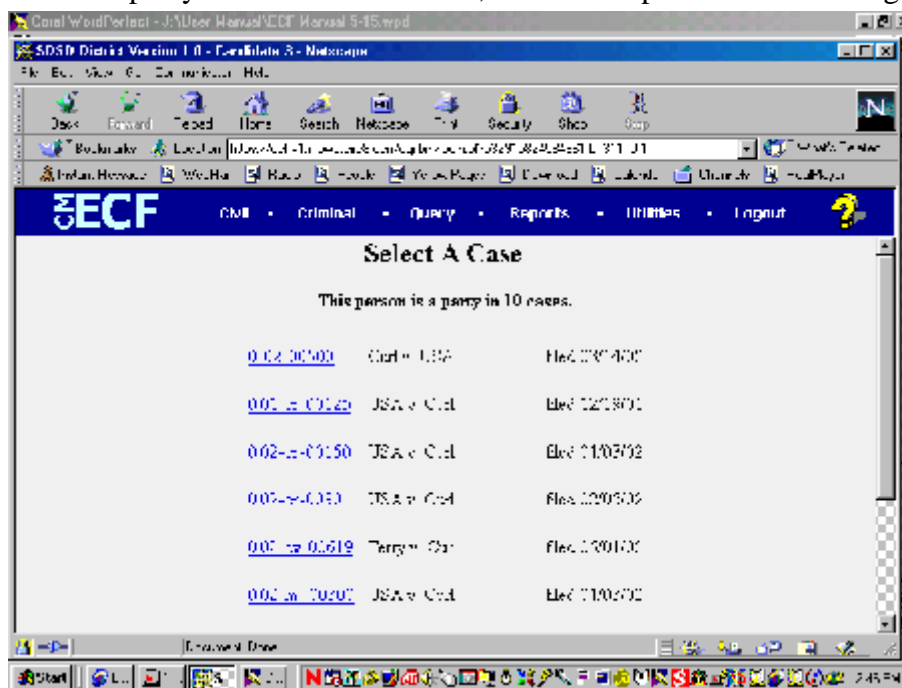
You may also query the ECF database party name or attorney name. Enter the last name of the party in the appropriate field. If more than one person with that name exists in the database, ECF returns a screen from which you may select the correct name.



If you click on the name of the party you want, ECF will open the query screen depicted below.



If the individual is a party to one than one case, ECF will open a screen listing all of that party's cases.



Click on the appropriate case number hyperlink, and ECF opens the query screen shown on the previous page.

You may also query a case by Nature of Suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the “beginning of time.” When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one above.

After querying the database by case number, name, or nature of suit, ECF opens the Query window for the specific case you selected - as shown on the bottom of the previous page.

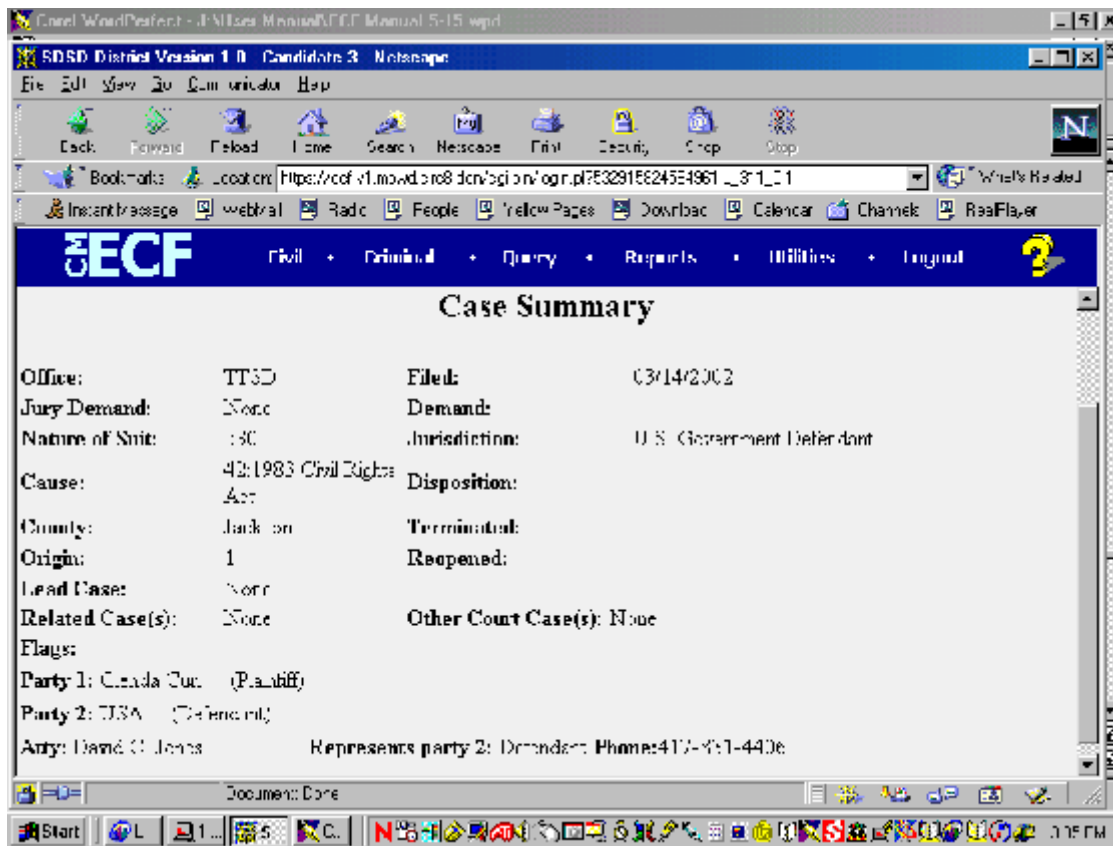
At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of the last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.



Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the screen depicted below.

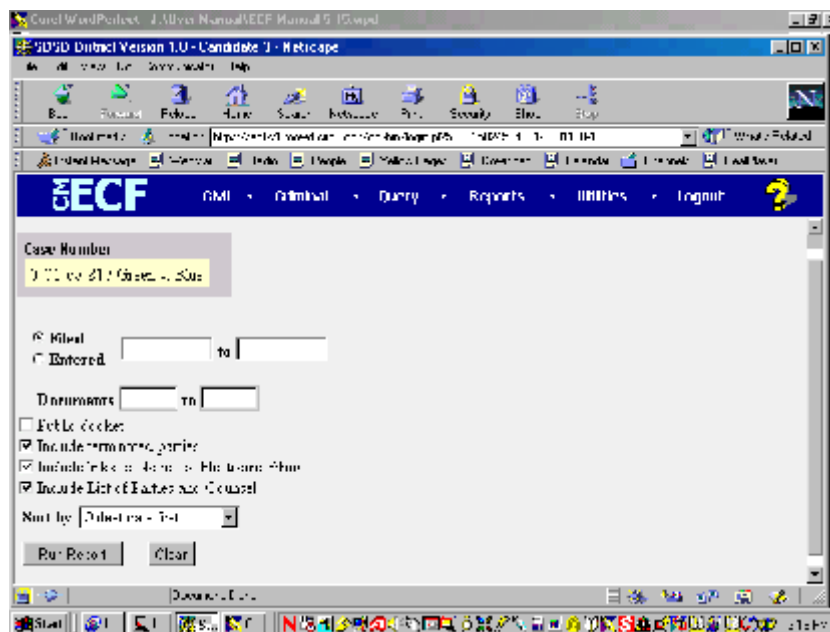
[illegible]

At the Deadlines/Hearings screen, you can click on a document number to display the actual document that created the deadline.

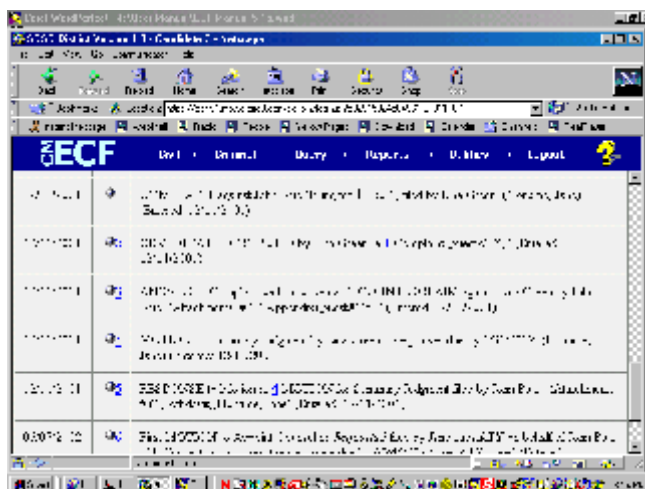
If you click on the circle to the left of the Deadline/Hearing title, ECF will display the docket information and related docket entries for the deadline you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.



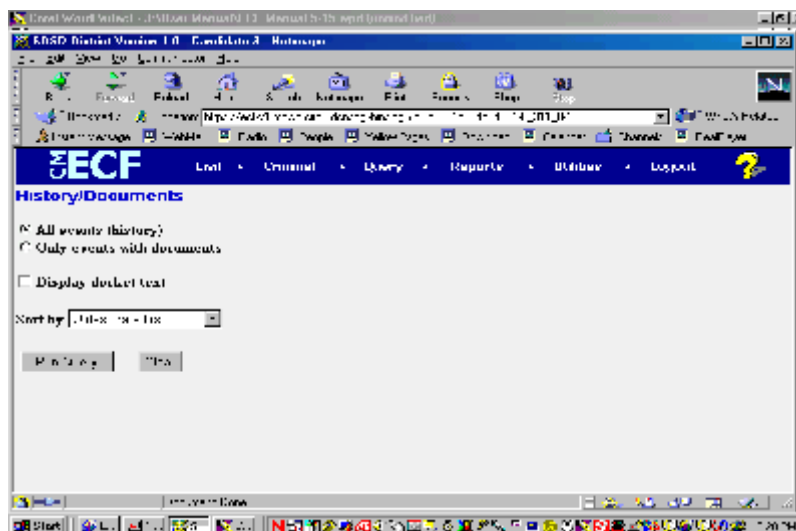
You may select a range for your docket report as well as a range of document numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to Include links to Notice of Electronic Filing if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docket report and display it in a window as depicted below.



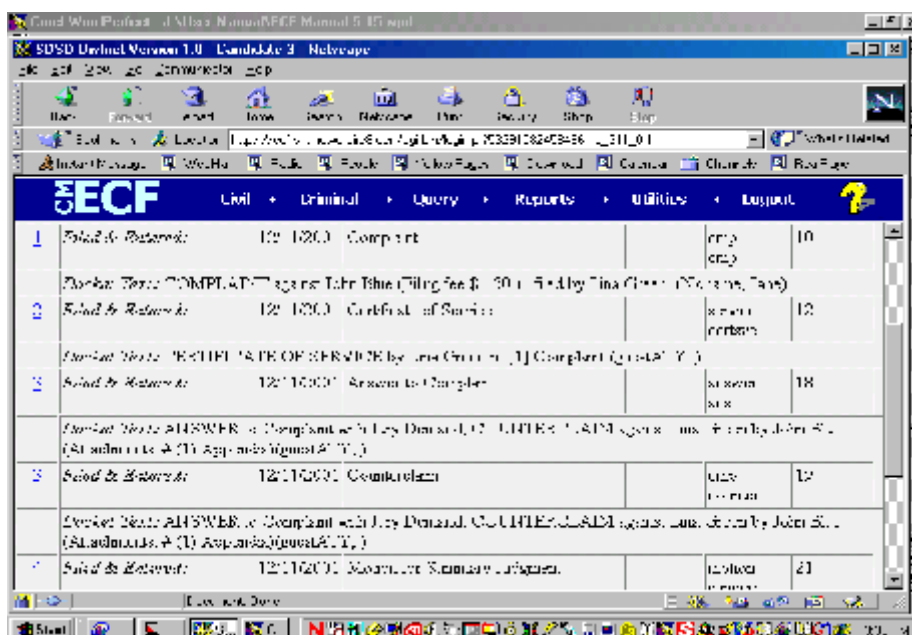
The document numbers listed on the screen on the previous page are hyperlinks to PDF files of the actual documents. Place the pointer of your mouse on the button next to the document number and click to display the Electronic Notification Report for that particular document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the History/Documents hyperlink, ECF opens the screen depicted below.



You may select the sort order for the query report and choose display all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click on the [Run Query] button. ECF queries the database and builds your report.



This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

You may view a PDF file of the actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The **Reports** feature of ECF provides the user with several report options. If you select **Civil/Criminal Cases Filed** or **Docket Sheet** from this screen, ECF will ask you to login to PACER. **For criminal cases, you must enter your Court login and password and then your PACER login and password before you can look at a docket sheet. This process is required due to the fact that criminal documents are only viewable by the specific attorneys associated with the case.** You may view Court **Calendar Events** for a case without logging into PACER.

Docket Sheet

Click on the Docket Sheet hyperlink, and ECF will open to a PACER login screen. Enter your PACER login and password. Click on the [Login] button and ECF will open the Docket Sheet report query window.

This is the same query window that ECF displayed when you selected Docket Report from the Query feature earlier in this manual. Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click on the [Run Report] button. ECF

will display a full docket sheet for the case you selected. See the Query feature section of this manual a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil/Criminal Cases Filed Report

The **Cases Filed** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, associated to a particular judge, or both. When you click on the **Cases Filed** hyperlink, ECF displays the query screens below.

Civil Cases

The screenshot shows the 'Civil Cases Report' query screen in a web browser. The interface includes a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main form contains several input fields: 'Office' (set to SD Jefferson City), 'Case type' (set to Civil Miscellaneous), 'District of suit' (set to District of Missouri), 'Judge' (set to Leonard, James C. and Fenner, Gary A.), 'Filed' (8/28/2002 to 7/30/2002), 'Entered' (8/28/2002 to 7/30/2002), 'Closed' (empty), 'Terminated digit(s)' (empty), and 'Sort by' (Case Number). There are checkboxes for 'Open cases' and 'Closed cases', with 'Open cases' selected. The bottom of the screen shows a taskbar with various application icons.

Criminal Cases

The screenshot shows the 'Criminal Cases Report' query screen in a web browser. The interface includes a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main form contains several input fields: 'Office' (set to SD Jefferson City), 'Case types' (set to Criminal Magistrate Judge), 'Judge' (set to Leonard, James C. and Fenner, Gary A.), 'Filed' (8/28/2002 to 7/30/2002), 'Entered' (8/28/2002 to 7/30/2002), 'Closed' (empty), 'Terminated digit(s)' (empty), and 'Sort by' (Case Number). There are checkboxes for 'Pending defendants', 'Terminated defendants', and 'Fugitive defendants', with 'Pending defendants' selected. The bottom of the screen shows a taskbar with various application icons.

Login to **PACER** and ECF will open the **Cases Filed Report** screen.. Remember, for criminal cases you must use your Court login and password, and then also enter your PACER login and password to access a docket sheet or document.

Enter the range of case filing dates for your report and select a presiding judge, if you wish to narrow your search. If you enter a date range and do not select a judge, ECF will display all of the cases filed within your date range for all judges. If you choose a judge and leave the date fields blank, ECF will display all of the cases opened in ECF for the judge that you selected. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed ECF at the U.S. District Court from 6/28/02 to 7/30/02.

[illegible]

The far-left column of the **Cases Filed** report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a **Docket Sheet** report.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

Maintain Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF. Click on the Maintain Your Account hyperlink to open the Maintain User Account information screen.

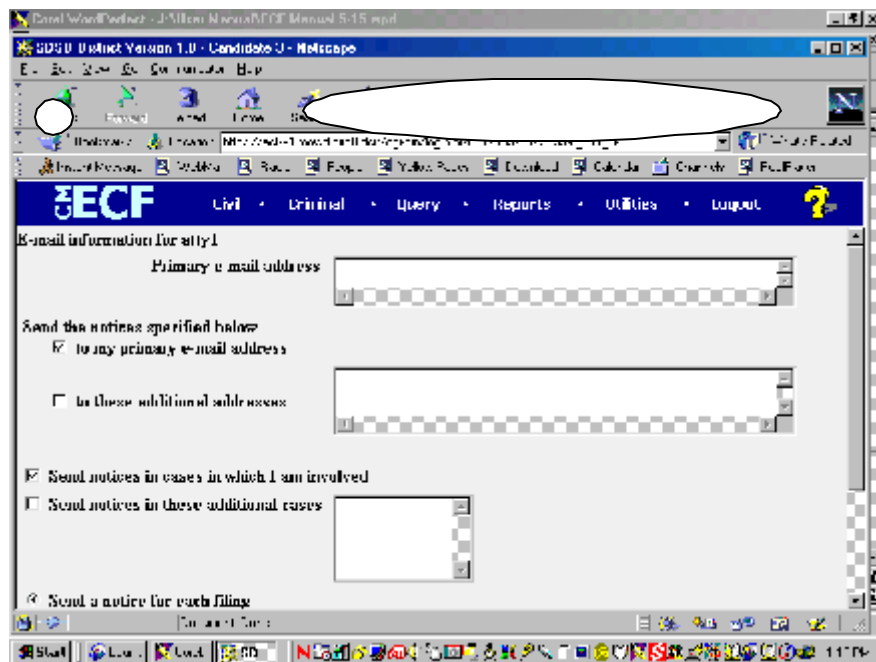
The screenshot shows a web browser window titled "SDSD District Version 1.0 Candidate 3 Netscape". The address bar shows a URL starting with "http://res...". The browser's toolbar includes buttons for Back, Forward, Home, Stop, Reload, Print, and others. The main content area displays the "ECF" logo and a navigation menu with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the menu is the "Maintain User Account" form. The form contains the following fields and controls:

- Last name:
- First name:
- Middle name:
- Generation:
- Gender:
- ATY Type:
- Title:
- Type:
- Bar Number:
- Office:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- Country:
- County:

The browser's status bar at the bottom shows "Document Done" and a taskbar with various application icons.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar Status.

Clicking on the [E-Mail information] button at the bottom of the previous screen opens the following window.

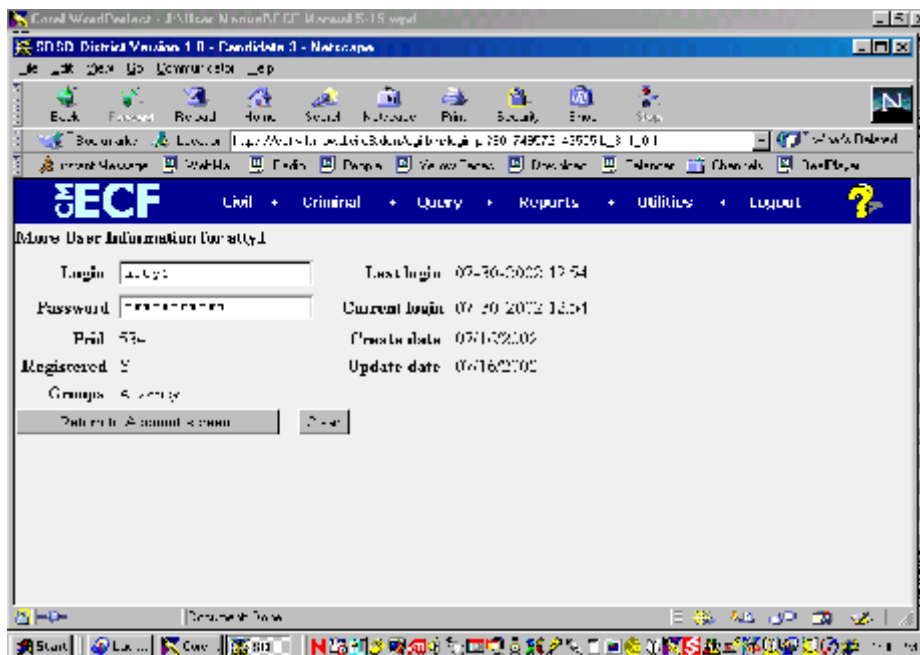


ECF will E-mail to parties their Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads “to these additional addresses.”
- Enter the E-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.
- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the [Clear] button to clear the fields on this screen.

After updating your account information, click on the [Return to Account Screen] button to return to your Maintain User Account screen. ECF returns to the screen depicted on the previous page.

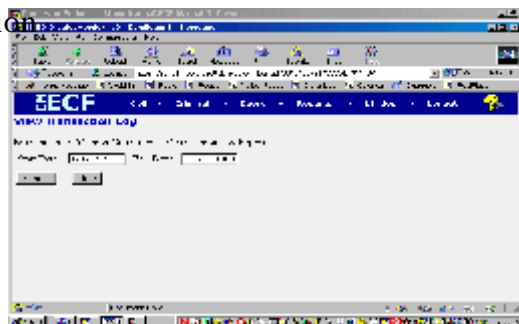
To edit or view login information about your account, select the button labeled More User Information from the Maintain User Account screen.



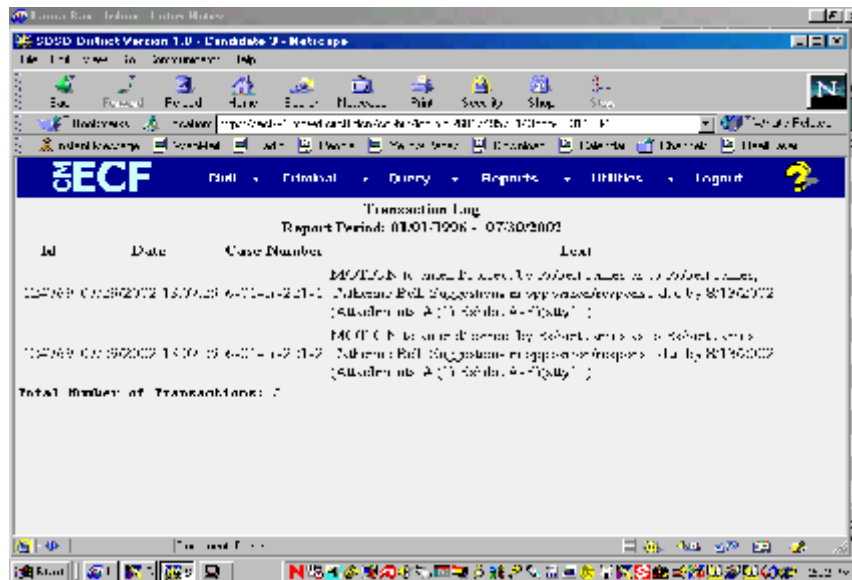
This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the [Return to Account Screen] button to reopen the Maintain User Account screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the [Submit] button at the bottom of the Maintain User Account screen to submit your changes to ECF. ECF will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the Utilities screen, click on the [View your Transaction Log] button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.



Enter the date range for your report and click on the [Submit] button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. The following is a sample transaction log report.



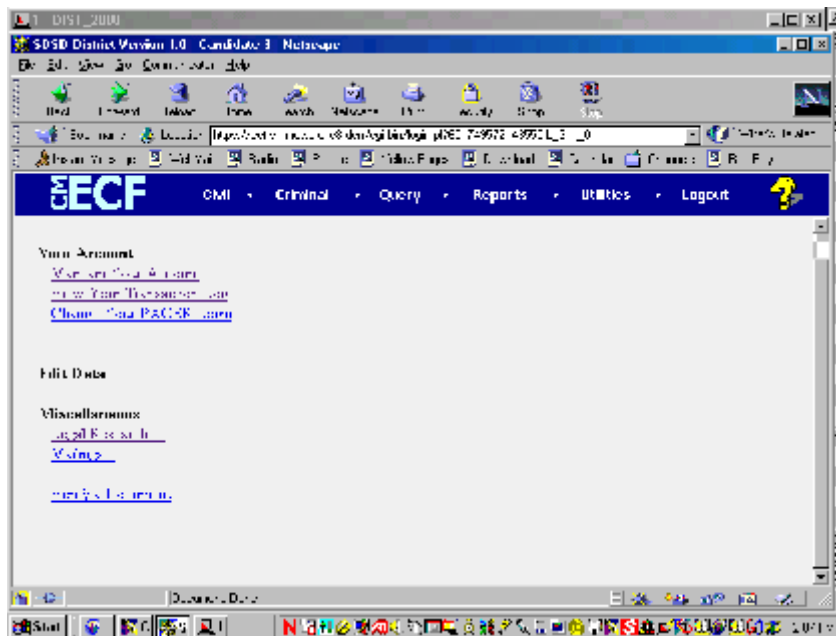
Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log; and
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document



When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

The **Mailings** hyperlink opens a new screen for making or requesting mailings from ECF.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click on the Logout hyperlink from the ECF menu bar. ECF will log you out the system and return you to the ECF login screen.



Known Problems and Troubleshooting

Known Problems

Converting documents to PDF

If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. The converted document will have missing pages. Use Adobe Exchange to ensure the integrity of the converted PDF document.

Cannot login to the LIVE System

A session can only be established using Netscape Navigator 4.6x, 4.7x or Internet Explorer 5.5.

If you are using Netscape Navigator 4.6x, 4.7x or Internet Explorer 5.5 and your password and login have both been correctly typed, and you still cannot login to the system, please call the Court's Help Desk at 1-800-466-9302.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

Trouble-shooting Hints

If your login or password is not accepted, please ensure that they are typed correctly. The logins and passwords are case-sensitive.

Technical Failures

The Clerk shall deem the WDMO, Public Web site to be subject to a technical failure on a given day if the Site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon that day, in which case filings due that day which were not filed due solely to such technical failures shall become due the next business day. Such delayed filings shall be rejected unless accompanied by a declaration or affidavit attesting to the filing person's failed attempts to file electronically at least two times after 12:00 p.m. separated by at least one hour on each day of delay due to such technical failure. If you have questions about ECF, please call our Help Desk at 1-800-466-9302.

United States District and Bankruptcy Courts
Western District of Missouri

Case Management/Electronic Case Files
Attorney/Participant Registration Form
LIVE SYSTEM

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to receive electronic notice of documents filed in CM/ECF. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Attorney Bar #: _____ State: _____

Firm Name: _____

Firm Address: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Please specify which court you are registering in (or both):

_____ District _____ Bankruptcy

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U.S. Courts for the Western District of Missouri. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer (486 minimum) running a standard platform such as Windows, Windows 95, or Macintosh, an Internet provider using Point to Point Protocol (PPP), Netscape version 4.5 - 4.7, and Adobe Acrobat Writer version 3.0 or Adobe Acrobat 4.0 software to convert documents from a word processor format to a portable document format (PDF).

3. Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper (except list, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
4. I hereby authorize the Court to make charge upon the credit card I have provided for any applicable fees required in conjunction with civil and criminal filings I make in the district court. (Not bankruptcy filings which are paid via the Internet Credit Card Program). I understand that it is my responsibility to provide the court with any changes to my credit card information and failure to do so may result in temporary loss of my login to the System.
5. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents. The attorney/participant agrees that the CM/ECF-generated notice of electronic service will constitute service of the electronic filing on behalf of the client.
6. The undersigned attorney agrees to abide by the most recent General Orders, Administrative Procedures for Electronic Case Filing Manual and all technical and procedural requirements set forth therein.

Please return to: U.S. Bankruptcy Court
Western District of Missouri
Attn: Roberta Kostrow, Operations Manager
400 East 9th Street, Room 1510
Kansas City, MO 64106

If for District Only please return to:

U.S. District Court
1400 U.S. Courthouse Charles Whittaker
Courthouse 131 W. High Street
400 East 9th Street
Kansas City, MO 64106

U.S. District Court
131 West High Street
Jefferson City, MO 65101

U.S. District Court
222 John Q. Hammons Parkway
Springfield, MO 65806

Applicant
Signature_____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary

My Commission expires

United States District/Bankruptcy Court
Western District of Missouri

AUTHORIZATION FORM

(All Attorney Name(s) and Firm, attach additional sheets if necessary)

hereby authorizes the United States District/Bankruptcy Court for the Western District of Missouri to charge the following credit card number for payment of identified Court-related expenses.

PLEASE TYPE OR PRINT

Visa Number _____ Exp. Date _____

Mastercard Number _____ Exp. Date _____

American Express _____ Exp. Date _____

Discover _____ Exp. Date _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Authorized Signatures

Attach additional sheets if necessary.

(Signed)

(Typed)

(Signed)

(Typed)

DATE _____

This form, which will be kept on file in the Clerk's Office, shall remain in effect until specifically revoked in writing. It is the responsibility of the attorneys named herein to notify the Clerk's Office, Finance Section of the new expiration date when a credit card has been renewed, if a card has been canceled or revoked or if a user is no longer authorized on the above card.

S A M P L E F O R M A T

**IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI
-----DIVISION**

-----,

Plaintiff(s),

vs.

-----,

Defendant(s).

)
)
)
)
)
)
)
)
)
)

Case No. _____

NOTICE REGARDING EXHIBIT ATTACHMENT

Exhibit _____ which is an attachment to _____

is in paper form only and is being maintained in the case file in the Clerk's Office.

Attorney for (Plaintiff or Defendant)

Address: _____

Date: _____

S A M P L E F O R M A T

**IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI
-----DIVISION**

-----,)	
)	
Plaintiff(s),)	
)	
vs.)	Case No. -----
)	
-----,)	
)	
Defendant(s).)	

NOTICE OF ENDORSEMENT

Pursuant to the ECF Procedures Manual, Section C.2.(d),_(Plaintiff or Defendant)_ hereby certifies that my original signature was placed on the following document which was filed electronically on_____:

- G** Joint Proposed Scheduling Order
- G** Stipulation of Dismissal
- G** Joint Motion for_____
- G** Other:_____

Attorney for (Plaintiff or Defendant)
Address:_____

Date:_____

S A M P L E F O R M A T

Certificate of Service

I hereby certify that on __ (Date) _____ I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which sent notification of such filing to the following: _____ and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants:-----.

S/ _____

Privacy Notice

The United States District Court for the Western District of Missouri is an electronic case management court (CM/ECF). Pleadings are filed electronically and are available on the court's Internet website. Any subscriber to CM/ECF and/or PACER will be able to read, download, store and print the full content of electronically filed documents with the exception of exhibit attachments to documents in excess of 10-15 pages, Social Security cases and criminal cases. Some exhibit attachments are being maintained in paper only and will be available in the clerk's office. The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order. Attorneys of record in a case are given one free access to view each electronic document. For additional access opportunities and for other interested viewers there are minimal charges associated with case access and the requirement of a PACER password. (*See Administrative Procedures Guide*).

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via CM/ECF and/or PACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically: Social Security numbers, financial account numbers, dates of birth and names of minor children:

- a. ***Social Security numbers.*** *If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.*
- b. ***Names of minor children.*** *If the involvement of a minor child must be mentioned, only the initials of that child should be used.*
- c. ***Dates of birth.*** *If an individual's date of birth must be included in a pleading, only*

*the
year should be used.*

- d. ***Financial account numbers.*** *If financial account numbers are relevant, only the last four digits of these numbers should be used.*

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. You are asked to do so only if you believe maintenance of the unredacted material in the court file is critical to your case

In addition, you must electronically file a redacted copy for the public file, absent order of the court.

You are advised to exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;*
- 2) medical records, treatment and diagnosis;*
- 3) employment history;*
- 4) individual financial information; and*
- 5) proprietary or trade secret information.*

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. *If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers is done. The clerk will not review each pleading for redaction.*

SPECIAL NOTICE TO PARTIES/ATTORNEYS IN SOCIAL SECURITY CASES

It is your responsibility to provide the U.S. Attorneys' office with the social security number of the plaintiff upon the filing of a new social security case. You may e-mail Mary Galate at mary.galate@usdoj.gov or Sharon Whitaker at sharon.whitaker@usdoj.gov OR you may call them at 816-426-3130 with this information.